


# VACANCY NOTICE CORRECTION

10-084

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Implementation Aide</u>	CLASSIFICATION CODE: <u>02504300</u>
	SALARY RANGE: <u>122, \$38304-43473</u>	REFERENCE POSITION NO.: <u>2441-10600-5</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>9/21/10 - 9/27/10 until 4:00pm</u>
	Division/Section/Unit <u>Human Resources/Administrative Services</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st ( Monday - Friday )</u>	Job Location: <u>Providence, RI</u>
	Restrictions/Limitations: <u>LTPS 2/12/11</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is* _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** <b>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <b>no civil service</b> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	Within the Administrative Services Unit in the Department of Administration, this position performs moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs whose effects encompass all departments and agencies of state government ; and to do related work as required. Specifically, this position is responsible for auditing and entry of all personnel transactions on the Personnel Mainframe system for assigned agencies. Such transactions include appointments, terminations, demotions, promotions, leave of absences, accrual corrections/modifications, sick leave banks, etc. This position is one of five positions in the unit that audits and enters personnel transactions for all 14,000 state employees.	
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and <b>Experience:</b> Such as may have been gained through: considerable employment in a position of state government assisting a high level state official by performing, at minimum, moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs that had effect on all departments or agencies. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	<b>Minimum Education &amp; Experience</b>	
	<b>Where to Apply</b>	
	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> Becky L. Rodrigues Department of Administration GGSC 1 Capitol Hill Providence, RI 02908	
	Telephone #: <u>222-4045</u> e-mail address: <u>beckyr-resume@hr.ri.gov</u> TTY/TDD #: <u>7-1-1</u> (Telecommunication Device for the Deaf)	
		

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